

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <h3 style="text-align: center;">Reissue</h3>		広報番号: Announcement No.	CNFJ-N00F-007-05(R)
		募集締切日: Closing Date	14 Sep 05
		発行日: Date of Issue	1 Sep 05
1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LAD <u>3</u>) <h3 style="text-align: center;">Budget Analyst #21</h3> <p style="text-align: center;">(予算分析職)</p> <p style="text-align: center;">受諾可能な下位等級 Acceptable lower grade level 1-5</p> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander Naval Forces, Japan Comptroller Office, Regional Comptroller Office Budget Division 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: : 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties		See attached.	
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized work experience, possession of Masters Degree in a related field may qualify him/her at 1-6 level. b. Knowledge of Navy appropriated funds account, financial, and budget concepts, principles, and regulations. c. Knowledge of NAVCOMPT financial policies, directives, and requirements for all shore stations in the region. d. Skill in formulating, presenting, justifying and executing budget. e. Skill in coordinating/executing budget program with various program managers both within CNFJ and at the station level. f. Skill in operating computer such Microsoft Word, Excel, and PowerPoint. g. Ability to interpret regulations and policies to resolve financial/accounting problems. h. Ability to speak, read and write English at fluent proficiency level (LAD-3). *An applicant who does not fully meet the qualification requirements stated above may be considered at 1-5 level as below. a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)		
問い合わせ先 for Job Inquiries 担当部署/担当者名 Office/POC Mr. Kouichi Niikura CNFJ, Regional Comptroller Office 直通 046-816-3804 (Extension/内線 243-3804)	提出先 Office to Submit 〒238-0001 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (N131D) ☎046-821-1910 (内線/Extension) 243-8152	事務処理欄 For Official Use PD No.: CNFJ-N8RB-006 PD is accurate and current. Certified by Activity: ko HRO: ah8/4 yk 8/8

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Duties of Budget Analyst #21-6

Coordinates the preparation, justification and execution of a regional appropriated fund budget for base operating support functions at assigned stations. Provides advice, assistance and technical guidance on financial matters, budget programs, and funding issues to CNFJ program managers, Commanding Officers of assigned stations, and department heads. Incumbent is responsible for planning, analysis, formulation, justification, presentation, execution, and review of base operating support budgets of assigned programs in final format. Allocates resources as necessary, identifies shortfalls in programs, and reprograms funds accordingly. Responsible for preparation and analysis of program budget estimates in support of assigned CNFJ program managers and shore stations in the Japan Region.

(40%)

Directly or indirectly interfaces with station personnel as needed to deliver information on program performance. Drafts written guidance in the form of procedures and/or technical guidance relative to base operating support funding and budgetary issues. Incumbent presents briefings, provides advisory services and recommendations to customers and senior managers and liaisons with program managers and Commanding Officers of assigned stations on all aspects of financial/budget programs. Develops modifications and deviations to adapt new guidelines to meet operational and programming requirements. Actions, advice, and recommendations impact directly on operational and mission readiness.

(30%)

Conducts, performs or oversees special studies including cost analysis, economic analysis, budget analysis, and obligation/expenditure analysis of funds for assigned stations. Data are collected and analyzed to identify near-term and long-term funding issues, trends/patterns~ and problem areas. Data are used at briefings or in presentations to identify problems or trends and provide recommendations and solutions.

(20%)

Performs other duties as assigned.

(10%)